

Application and Loan Process – August 2018

Closing Date: August 20, 2018

Step 1: Select Note Counsel

Selected note counsel must be recognized by The Bond Buyer's Municipal Marketplace Directory (a.k.a. the "Red Book"). Contact the MFA for a listing of recognized local counsel, if necessary.

Step 2: Complete Application and Cash Flow

The SAN Application, Form 4384A, and the Cash Flow Workbook, Form 4385A, are available at www.michigan.gov/mfa. *There is a question indicating whether or not the Borrower is seeking competitive bids from other financial institutions. If so, the Borrower must opt into the program after the Interest Rate announcement at the end of July. At which time, participation in the Program is subject to available capacity, on a first-come first serve basis.*

Step 3: Adopt Borrowing Resolution

The Borrowing Resolution should be adopted prior to submitting the MFA's application and Cash Flow Workbook (for due date, see Step 5). Contact your note counsel for the Borrowing Resolution.

Step 4: Obtain Approval from Treasury to Issue Note

Borrower is required to provide one of the following from Treasury with its application and Cash Flow Workbook:

- Qualified Status Letter
- Prior Approval Letter
- Evidence of Application for Prior Approval or Reconsideration.

Michigan Finance Authority

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Step 5: Submit Documentation to the MFA on or before Wednesday, June 29, 2018

- Completed application with Cash Flow Workbook, which contains monthly and weekly cash flows. *Note: Weekly cash flow to be completed for the month in which the **greatest weekly deficit** occurs, (realizing this may not be the month in which the largest monthly deficit occurs).*
- Borrowing Resolution adopted by Borrower's board.
- Most recent board approved general fund budget as amended for 2017/2018, and the 2018/2019 general fund budget.

Step 6: MFA Prices Notes and Borrower Signs Purchase Contract

- July 31, 2018** - the MFA is scheduled to price the notes in the morning and will send an email to the Borrower and its note counsel identifying the interest rate.
- August 1, 2018** - the MFA will send via overnight delivery the Purchase Contract to the Borrower.
- August 3, 2018** - a signed copy of the Purchase Contract must be emailed or faxed to the MFA by 12:00 P.M.

Step 7: Closing Documents Submission and Funding

- Each Borrower must coordinate with its note counsel to complete all required closing documents and obtain appropriate signatures on the closing documents.
- On or before **August 8, 2018** - each Borrower's note counsel must deliver all required documents to the MFA.
- On the closing date **August 20, 2018**, the MFA's trustee will wire note proceeds according to the instructions provided by the Borrower on page one of the application.